

**Please attach a photograph of yourself (passport size) at the time you submit this to the MACLP Clinical Training Department.**

**Attach head and  
shoulders photo here**  
(affix with tape or staple  
only; do not use glue)

This document must be completed and on file in the Clinical Training Coordinator's (CTC) office before the Trainee's hours may count towards MFT licensure! *Pepperdine has no authority to approve hours.* Pepperdine is only responsible for coordinating students' clinical experience and approving sites. Thus, we do our best to find sites whose clientele and methods of practice fall within the scope of the MFT license. Under penalty of perjury supervisors attest that they are legally suitable to supervise MFT Trainees and that they will insure that their Trainees practice within the law. We approve sites and supervisors based upon

the information provided to us by the site and supervisor. *Pepperdine assumes no responsibility for the loss of hours caused by misstatements, incorrect information and/or negligence on the part of a supervisor and/or agency director.* Approval of hours is, and always has been, the purview of the board.

**PEPPERDINE UNIVERSITY**

Graduate School of Education and Psychology

Evening Format

Agreement between the

**QUALIFYING DEGREE PROGRAM, DIRECTOR OF FIELDWORK SETTING,  
SUPERVISOR, and MFT TRAINEE**

***"4 - Way Agreement"***

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street, City & Zip Code: \_\_\_\_\_

\_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

Agency Name: \_\_\_\_\_

Street: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**MFT LAW:** Section 4980.42 (b) of California Assembly Bill 1885 states that “On and after January 1, 1995, all hours of experience gained as a trainee shall be coordinated between the school and the site where the hours are being accrued. *The school shall approve each site and shall have a written agreement with each site that details each party’s responsibilities, including the methods by which supervision shall be provided. The agreement shall provide for regular process reports and evaluations of the student’s performance at the site.*” (italics added)

Note: “Process reports” refers to the monitoring of the student, as she or he learns to become an effective psychotherapist.

Instructions to the Student: First, read and sign this document. Then, take it to the director of your fieldwork agency and to your clinical supervisor(s) to read and sign. Finally, take it to the Pepperdine Clinical Training Coordinator (CTC) for the site. After the CTC has signed your agreement, she will place both the original and a copy in your file. Please arrange to pick up the original and use it to make copies for the Agency Director and the Clinical Supervisor. The Clinical Training Coordinators are:

Rebecca Reed	West LA Graduate Campus	(310) 568-5776
Carla Haberman	Encino Graduate Campus	(818) 501-1619
Kathleen Wenger	Irvine Graduate Campus	(949) 223-2580

Please note: You are responsible for retaining the original of this and all documents described within this agreement, should the BBS request them. Pepperdine University cannot be responsible for providing you with additional copies. **Until your completed and signed agreement is on file at Pepperdine, your hours will not count toward the MFT license.** The “4-Way Agreement” is proof to the BBS that Pepperdine and you have complied with state law. You **must** notify your CTC upon early termination at your agency as you are required to have evaluations turned into the CTC office and Experience Verification forms completed.

## **SECTION I RESPONSIBILITIES OF THE PARTIES (Students are responsible for reading all sections of this agreement.)**

### PEPPERDINE UNIVERSITY, the QUALIFYING DEGREE PROGRAM

- a. shall approve the placement of each trainee at the supervised fieldwork setting.
- b. shall provide forms for regular process reports and evaluation of the student’s performance at each supervised fieldwork setting.
- c. shall evaluate the appropriateness of the supervised fieldwork experience for each trainee as set forth in Section 4980.42 of the California Business and Professions Code.
- d. shall recommend that each student gaining clinical hours in a supervised fieldwork setting procure professional liability insurance.

### THE SUPERVISED FIELDWORK SETTING/AGENCY DIRECTOR

- a. shall provide the trainee and the supervisor with the documentation necessary to verify to

the Board of Behavioral Sciences (BBS) that the practicum setting is one that is named in law as appropriate for an MFT Trainee, and that the trainee is employed in the manner required by law, and as defined in *Business and Professions Code Excerpt From Section 4980.43 (e)*:

- (e) (1) A trainee may gain the experience required by subdivision (f) of Section 4980.40 in any setting that meets all of the following:
  - (A) Lawfully and regularly provides mental health counseling or psychotherapy.
  - (B) Provides oversight to ensure that the trainee's work at the setting meets the experience and supervision requirements set forth in this chapter and is within the scope of practice for the profession as defined in Section 4980.02.
  - (C) Is not a private practice owned by a licensed marriage and family therapist, a licensed psychologist, a licensed clinical social worker, a licensed physician and surgeon, or a professional corporation of any of those licensed professions.
- (2) Experience may be gained by the trainee solely as part of the position for which the trainee volunteers or is employed.

- b. shall provide the appropriate documentation to the MFT trainee, if employed for pay, on an IRS W-2 basis, not on an IRS 1099 basis.
- c. shall evaluate the qualifications and credentials of any employee who provides supervision to MFT trainees.
- d. shall appropriately disclose to contracted insurance companies that unlicensed (MFT Trainees) are providing mental health services to the agencies clients.
- e. shall provide the trainee and the supervisor with an emergency response plan which is designed to address the personal safety and security of trainee, supervisor and trainee's clients in the event of a fire, earthquake or other disaster.
- f. shall provide for the physical and emotional safety of the trainee's clinical experience, including but not limited to assigning appropriate clients to MFT trainees.
- g. shall notify Pepperdine's CTC and the trainee of change of address, phone, ownership, or any other status that may affect the ability of the trainee to count hours gained at the fieldwork setting.

#### THE SUPERVISOR

- a. shall sign the "Responsibility Statement for Supervisors of the MFT License" prior to the beginning of supervision and shall abide by its provisions. The supervisor is responsible to the board for the trainee's legal practice as a trainee.
- b. shall be responsible for assuring that all clinical experience gained by the trainee is within the parameters of marriage, family and child counseling. "Supervised fieldwork experience" is experienced within the scope of practice of a marriage, family and child counselor in applied psychotherapeutic techniques, assessment, diagnosis, and treatment of pre-marital, couple, family, and child relationships, including dysfunction's and healthy functioning and health promotion and disease prevention, in a supervised clinical placement as defined by section 4980.40 (b) (1) of the Business and Professions Code.

- c. shall review and sign the “Weekly Summary of Hours of Experience” log required by Section 1833 (e) of the CCR *on a weekly basis*. Note: the supervisor needs to make sure hours are totaled across the bottom before signing weekly logs.
- d. shall complete the “MFT Experience Verification Form” upon termination of supervision, the totals of which should match the totals on the Weekly Summary of Hours of Experience.
- e. shall complete Section II, page 5, of this document describing the methods by which supervision will be provided.
- f. shall provide regular process reports and evaluations of the student’s performance at the site to Pepperdine’s CTC at the end of each trimester (approximately once per 14 weeks).
- g. shall abide by the ethical standards promulgated by the professional association to which the supervisor belongs (e.g., AAMFT, CAMFT, APA, NASW, AMA, etc.).
- h. shall provide the trainee with one (1) hour of face-to-face individual or two (2) hours of face-to-face group supervision for each five (5) hours of direct client contact provided by the trainee.
- i. Shall directly observe the student twice each semester and once in the summer term.

**IMPORTANT:** Although client contact hours may be averaged across each term, supervision may not. In other words, trainees *must* have either one hour of individual or two hours of group supervision during each week that they see clients. No hours of *any* kind will count if supervision has not occurred during the week they were claimed.

- i. shall provide the trainee with a policy and procedure for crisis intervention and other client/clinical emergencies, in particular those that are mandated by law (e.g., child abuse, danger to self, others, etc.).
- j. shall, if providing supervision to a trainee on a voluntary basis, provide the trainee with the original written agreement between yourself and the trainee’s fieldwork setting required by CCR Section 1833(b)(4).
- k. shall notify Pepperdine’s CTC in a timely manner of any difficulties in the work performance of the trainee.
- l. shall have “Professional Therapy Never Includes Sex” pamphlets on hand.

## THE TRAINEE

- a. shall have each supervisor complete and sign the “Responsibility Statement for Supervisors of the MFT License” *before* gaining supervised experience, and must file a copy with the Pepperdine CTC. The trainee must verify that the supervisors license is current by contacting the Board of Behavioral Sciences by telephone or via internet. The BBS website address is <http://www.bbs.ca.gov>. Click on "verify license" for MFTs and LCSWs and check that the supervisor’s license is current. For a Licensed Psychologist, contact the Board of Psychology, via phone or internet. The Board of Psychology website is: <http://www.dca.ca.gov/psych>.
- b. shall maintain a weekly log of all hours of experience gained toward licensure and shall be responsible for the accuracy and compliance of such hours with BBS law and regulation. *For example, trainee hours may not be counted for any week during which appropriate supervision has not occurred.*

- c. shall be responsible for learning those policies of the supervised field work setting which govern the conduct of regular employees and trainees, and for complying with such policies.
- d. shall evaluate his or her supervised fieldwork experience and submit the evaluation to the practicum instructor.
- e. shall be responsible for notifying Pepperdine's CTC in a timely manner of any professional or personal difficulties which may affect the performance of his or her professional duties and responsibilities.
- f. shall abide by the ethical standards of the California Association of Marriage and Family Therapists and of Pepperdine University.
- g. shall have completed all prerequisite courses for PSY 662, Clinical Practicum, before providing supervised psychotherapeutic services to clients.
- h. shall have a total number of **150 direct client contact** hours as required for 6 units of practicum. These hours must have been supervised during the week they were gained and they must average over the term to the 5:1 ratio.
  - 1. Students taking practicum need cases to present. For a credit in practicum, the minimum number of client contact hours for both the Fall and Spring terms is **30**; the minimum number for the Summer term is **14**. This averages out to *2 client contact hours per week*. Please keep in mind that in addition to the minimum requirements, students are responsible to complete the 150 direct client contact hours within the 6 semester units of clinical practicum.
  - 2. The minimum number of **weeks of supervision** is **10 weeks** for the Fall and Spring semesters and **5 weeks** for the Summer Session. This new limit allows for a variety of nonscheduled events involving supervisor vacations, client no-shows, illnesses, and so forth.
  - 3. Students may earn **more** than the minimum number of client contact hours or weeks of supervision during any term.
- j. shall be aware that **practicum is a COURSE**, and to receive a grade of "credit" for this course, the following criteria must be met:
  - 1. the student must attend the practicum classes and gain hours at an approved clinical placement *concurrently*; that is, at the same time;
  - 2. the student must have earned the required number of hours (item I above);
  - 3. the supervisor's evaluations and process reports must be favorable;
  - 4. the practicum instructor's evaluation must be favorable; and
  - 5. no other data exists that questions the student's suitability for the psychotherapy profession and for the license of marriage, family and child counselor.
- k. shall be aware that Pepperdine's CTC strongly recommends that he or she obtain professional liability insurance while working in a clinical placement.

## SECTION II METHODS OF SUPERVISION

Instructions to Supervisor(s): Section 1833 (a) of the BBS Regulations requires that the supervisor monitor the quality of counseling or psychotherapy performed by the trainee by direct observation, audio or video recording, review of progress and process notes or records or by any other means deemed appropriate by the supervisor; and furthermore, that the supervisor shall inform the trainee prior to the commencement of

supervision of the methods by which the supervisor will monitor the quality of counseling of psychotherapy being performed. Also, the regulations require that the supervisor use real-time data (observational or recorded) to monitor the trainee's performance with clients, not just trainee report.

This section of the 4-Way Agreement will serve to inform the trainee about the methods you will use to monitor the quality of her or his performance with clients.

Note: If the trainee is to be supervised by two supervisors, each should initial below the methods to be used. It is not necessary for both supervisors to use real-time data: if one supervisor uses a required method, the other may use additional methods.

1. **REQUIRED METHODS:** Supervision of Pepperdine University trainees **MUST** include at least one of the following four methods **twice** each semester and once during the summer term; **please initial (do not check)** that which (those) you will use with this trainee:

*Primary Supervisor:*

- Audio Tape
- Video Tape
- One-way mirror
- Sitting in on session

*Secondary Supervisor:*

- Audio Tape
- Video Tape
- One-way mirror
- Sitting in on session

2. **ADDITIONAL METHODS:** The following methods may also be used for supervision; **please initial (do not check)** all those that you will use with this trainee:

*Primary Supervisor:*

- Process and Progress Notes
- Student Verbal Report
- Role Play
- Other (Describe)

*Secondary Supervisor:*

- Process and Progress Notes
- Student Verbal Report
- Role Play
- Other (Describe)

**IMPORTANT NOTE:** Effective January 1, 2000, all persons licensed by the BBS who supervise interns and trainees must complete a minimum of six hours of supervision training or coursework every two years. This training/coursework may apply towards the required 36 hours of mandatory continuing education. Supervisors who are licensed by the BBS who have completed a minimum of six hours of supervision training or coursework between January 1, 1997 and December 31, 1999 may apply that training toward the above requirement. Supervisors who commence supervision on or after January 1, 2000, and have not met the supervision CE requirement, shall complete the six hours of supervision training and coursework within sixty days of commencing supervision. It is essential that all licensees who are providing supervision at the beginning of the new year complete the mandatory supervision training or coursework no later than sixty days into the new year. The content of the supervision training or coursework is left to the discretion of the supervisor, however, the training or coursework must be taken from a BBS approved CE provider. (*The California Therapist, Sept/Oct 1999*)

### SECTION III ADDITIONS

#### a. TERMINATION

The expectation of all parties is that this agreement will be honored mutually. Termination of this agreement *with cause* shall be in accordance with the academic policies of the qualifying degree program or the employment or volunteer policies of the supervised fieldwork setting. Any party may terminate this agreement *without cause* by giving all other parties 30 days notice of the intention to terminate. Termination of the trainee's or supervisor's employment or this agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of the trainee, the supervised fieldwork setting or the supervisor, such a decision must include prior consultation with the qualifying degree program.

**IMPORTANT NOTE:** Whenever a trainee terminates supervision, an evaluation form must be completed by the supervisor. Please contact the Clinical Training Coordinator if the student has not given you an evaluation form.

#### b. INDEMNIFICATION

The qualifying degree program strongly recommends that MFT trainees procure professional liability insurance before working with clients in supervised fieldwork settings. The supervised fieldwork setting assumes the risk and liability for the student's performance of services while at the supervised fieldwork setting.

#### c. CONTACT PERSON AT PEPPERDINE

For additions, changes, problems or questions about this document, please contact the Clinical Training Coordinator whose name appears at the end of this document.

### SECTION IV ADDITIONAL TERMS AND COMMENTS

(This space is to be used for additional notes on the student's clinical training experience.)

### SECTION V TERM OF THE AGREEMENT

**Note to Agency**, effective 9/2000, Pepperdine University has moved to a semester schedule which could affect the length of time that a trainee is in practicum. Please review with the trainee their time commitment to your agency. Fill in the dates below, using the date you and the trainee entered into this agreement and the approximate date you expect the trainee to leave. **Important:** Agency Director, please initial agreement next to commitment dates.

From \_\_\_\_\_ (date this agreement is valid) \_\_\_\_\_ (Initials) To \_\_\_\_\_ (date trainee expected to leave agency) \_\_\_\_\_ (Initials)

## SECTION VI SIGNATURES

By signing this form, you are indicating that you have read, understood and agreed to the terms specified.

### *I. For the fieldwork placement setting (agency director):*

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Name and Title (please print)	Signature	Date
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### *II. Supervisor (Primary):*

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Name and Title (please print)	Signature	Date
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License(s) held: \_\_\_\_\_ MFT    \_\_\_\_\_ LCSW    \_\_\_\_\_ Psychologist\*    \_\_\_\_\_ Psychiatrist (M. D.)

### *II. Supervisor (Secondary):*

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Name and Title (please print)	Signature	Date
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License(s) held: \_\_\_\_\_ MFT    \_\_\_\_\_ LCSW    \_\_\_\_\_ Psychologist\*    \_\_\_\_\_ Psychiatrist (M. D.)

### *III. Trainee:*

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Name (please print)	Signature	Social Security Number	Date
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**\*\*Trainees: please note that you must notify the CTC prior to terminating at your practicum site\*\***

### *IV. Clinical Training Coordinator at Pepperdine University:*

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Name and Title (please print)	Signature	Date
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\* Please note that Licensed Educational Psychologist cannot supervise MFT Trainees.

**REMINDER to the Trainee:** Please have Sections I, II and III (above) completed by the appropriate parties and submit to the Clinical Training Coordinator for approval and signature. It is your responsibility to retain the original of this form for your records. *A copy of the "4-Way Agreement" must be on file with the CTC before hours may be used to meet MFT license or Practicum requirements.*